



**FRIDAY, JULY 4, 2014 12pm-10pm
At Raymond Rimkus Park**

Vendor Information for 2014

1. **VENUE LOCATION:** Raymond Rimkus Park, located at 6440 Evers Road, Leon Valley, TX 78238
2. **OPERATIONAL TIME/DAY:** 12:00-10:00PM on Friday, July 4, 2014. Set-up starts at 7:00AM and all vendors must be ready no later than 11:30AM, it is the responsibility of each vendor to allow sufficient set-up time.
3. **BOOTH SPACE:** Booth spaces are 10x10 square feet and all booths are located outside. Booths will be assigned on a first-come basis upon receipt of APPLICATION AND PAYMENT. City of Leon Valley is not responsible for any damage, theft or injuries to merchandise or vendors.
4. **SET-UP & TAKE-DOWN:** Set-up time begins at 7:00 AM on Friday morning. Operating hours are from 12:00PM to 10:00PM. Alcoholic beverage booths will close at 9:00PM. ALL OTHER BOOTHS MUST REMAIN OPEN FOR DURATION OF EVENT. The Fireworks Display will begin at approximately 9:30PM and **BOOTH TAKE-DOWN should BEGIN AFTER the show and no later than 10:00PM.**
5. **ALL VENDORS:** Must arrive with sufficient time to set-up for no later than 11:00AM on Friday. **ONLY FOOD AND CRAFT VENDING IS PERMITTED FOR GENERAL VENDORS. SPECIALTY SPONSORS/VENDORS WILL SELL ALL WATER, SODAS, BEER AND/OR WINE.** Aguas frescas, raspas, or other similar drinks are allowed by Food Vendors.
6. **SHARING:** Of booth area or subletting must be approved by staff.
7. **VENDOR PARKING:** Upon completion of unloading items, vendor's vehicles must be parked in the reserved area designated by Staff in your event day packet. Parking spaces near the event site should be left open for customer parking. Thanks in advance for your cooperation!
8. **CANCELLATION/NO REFUND:** Telephone Sylvia Irwin, at (210) 684-1391, Ext 225 to advise of a minimum 60 days cancellation notification. **No refunds for a "rain day" – RAIN OR SHINE... OUR EVENT WILL BE HELD!**
9. **PAYMENT:** For booth space and electricity must be paid by cash, money order, check, Mastercard or Visa along with the completed and signed vendor application **at Leon Valley City Hall, Community Development Office**, Monday through Thursday from 7:30AM to 5:30PM and Fridays between 7:30AM and 11:30AM. A \$25.00 fee will be charged for a NSF (insufficient funds) returned by vendor's bank. **PLEASE DO NOT MAIL CASH. AFTER OFFICE HOURS:** Applications along with payment may be brought to our office located at 6400 El Verde Road (City Hall), and be **DROPPED INTO THE BEIGE MAILBOX IN FRONT OF CITY HALL (No Cash if dropped after hours).**
10. **VENDOR DISPOSAL OF TRASH & RECYCLABLES:** Generation of trash, food scraps or packing material can be placed in the designated receptacles; any recyclable material such as cardboard boxes, plastic or aluminum items and paper should be placed in the recycling receptacles. **Think Recycle!**
11. **SALES TAX & HEALTH PERMIT:** For sample sales all vendors will be required to show proof of active Sales and Use Tax Permit and must have Exhibitors/Business Name, or proof of exemption prior to issuance of a daily booth permit. SALES TAX IS 8.25%. It is the responsibility of the vendor to collect and report all sales tax; and, if serving food, to obtain a Health Permit as part of your Vendor Application.
12. **CONFIRMATION OF SPACE RESERVATION – PAYMENT REQUIRED:** Confirmation and payment must be made by Tuesday, July 1, 2014. Information will be available at the City Booth in the Park on the day of the event. For additional information, please call Sylvia Irwin or Elsa Dominguez at (210) 684-1391, Ext. 225 or 226 or email to st.irwin@leonvalleytexas.gov or e.dominguez@leonvalleytexas.gov.